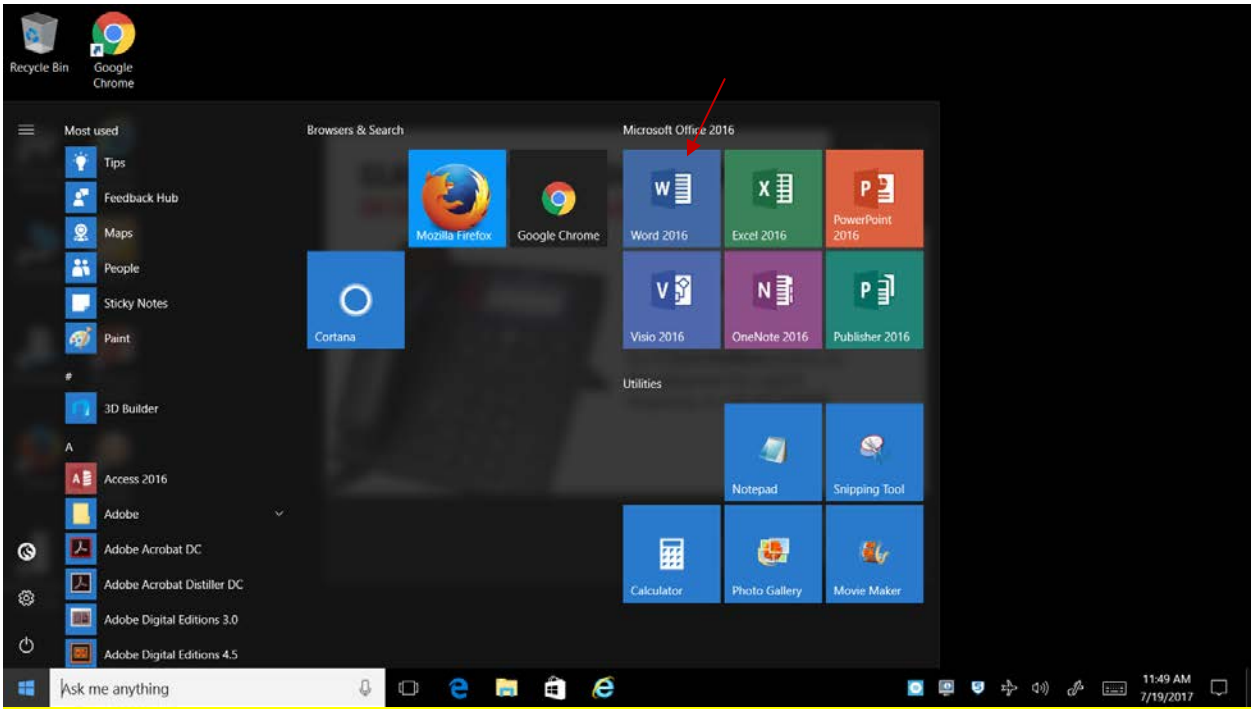
WORD

HOW TO CREATE A WORD DOCUMENT

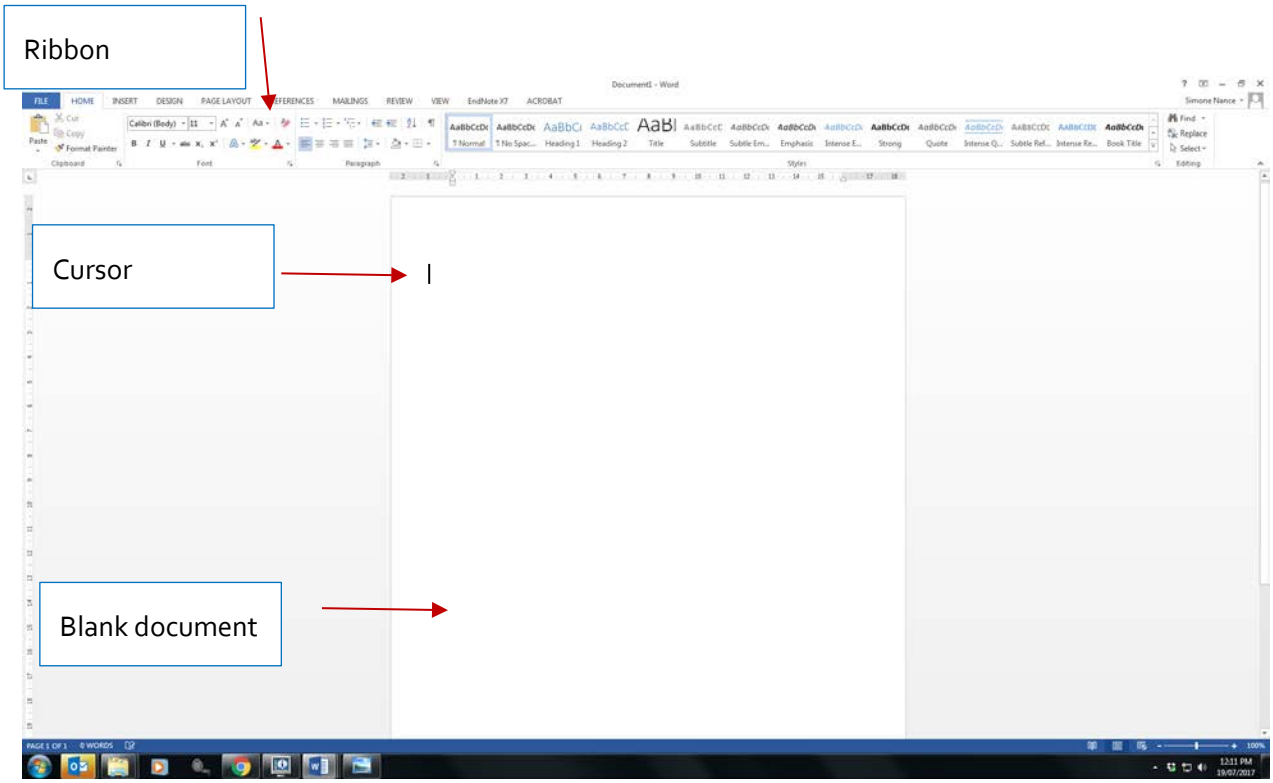
Many of your assessments will require submission as a word document (.doc).

1. To open Microsoft Word, left click once on the blue window in the bottom left hand corner of your screen.

2. Double click with the left mouse button on the icon for Word



3. You will see three things:
    - A **blank** document, which looks like a white sheet of paper and takes up most of the window.
    - The **ribbon**, which sits above the document, and includes a set of buttons and commands that you use to do things in and with your document.
    - A **blinking** cursor, which shows you where your text will appear when you start typing.



Adapted from Goodwill Community Foundation Learn Free Organisation. (2017, July 21). Microsoft Word 2013. Retrieved from https://www.gcflearnfree.org/

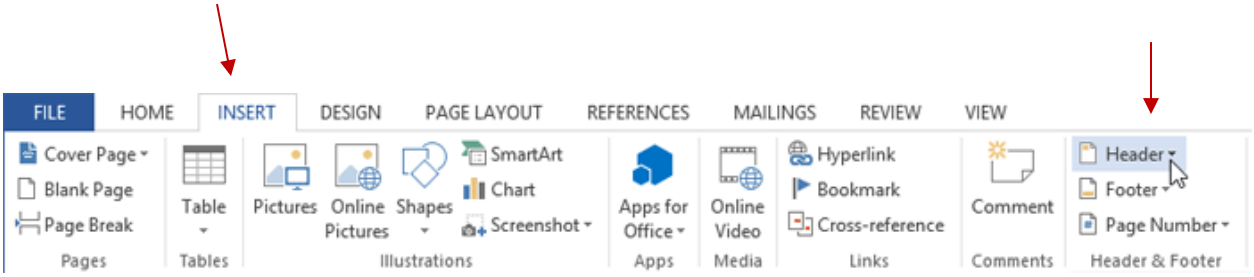
WORD

HOW TO FORMAT A WORD DOCUMENT (HEADER, PAGE#, DOUBLE SPACING & MARGINS)

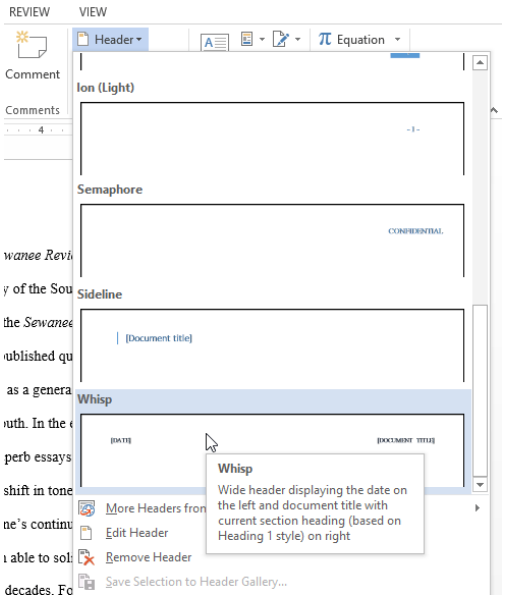
INSERT A HEADER

Most of your assessments will require you to add a **header** to your document to show your full name and student number. The **header** is a section of the document that appears in the **top margin,** which can also help keep longer documents organized and make them easier to read. Text entered in the header will appear on **each page** of the document.

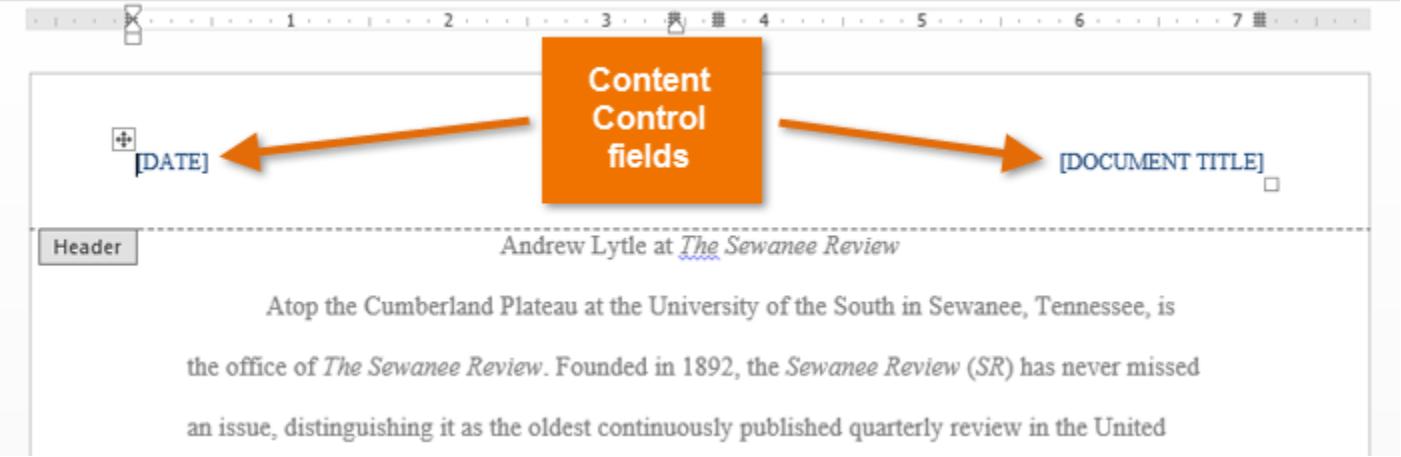
1. Left mouse click on the **Insert** tab, then left click the **Header** command.



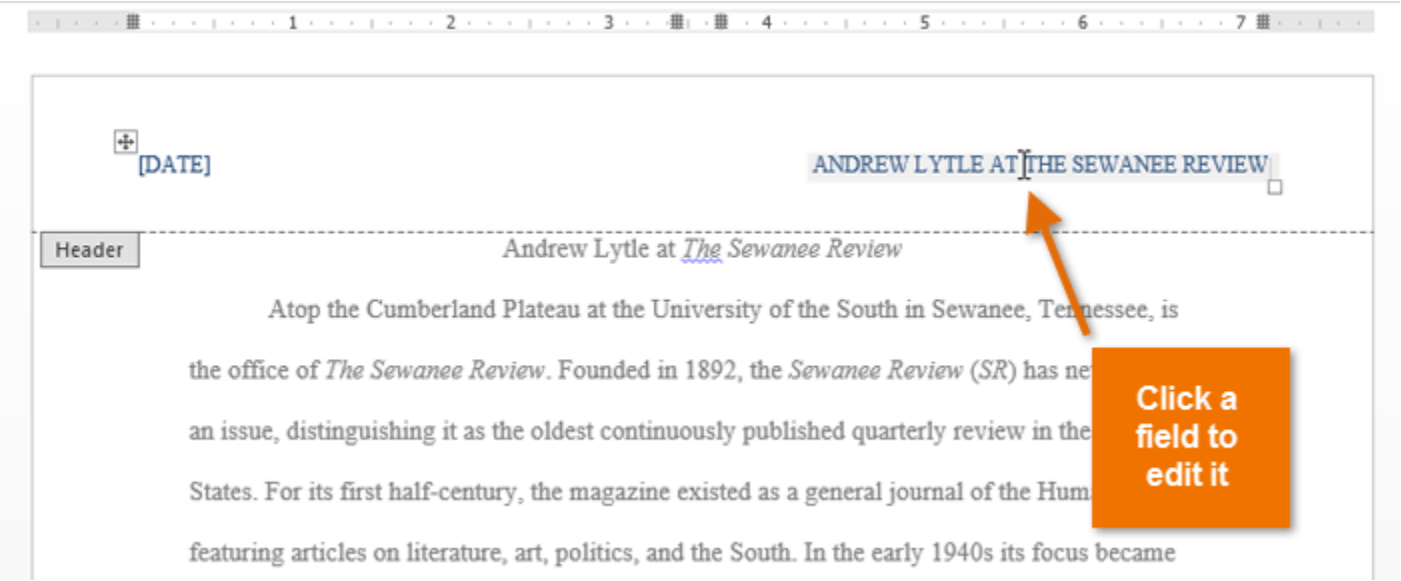
2. In the menu that appears, select the **preset header format** that you like.



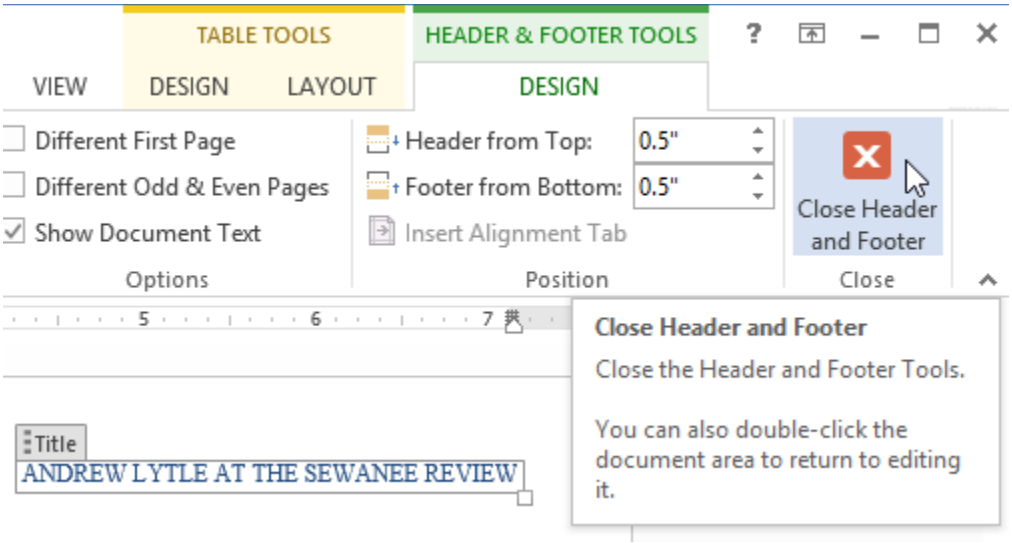
3. The **header** will appear. **Preset headers** contain placeholders for information such as the title or date; they are known as **Content Control** fields.



4. To edit a **Content Control field**, left mouse click it and type the **desired information**.

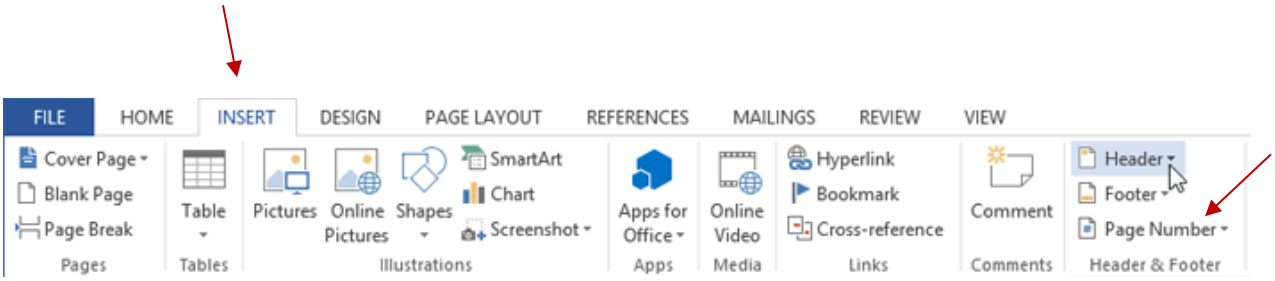


5. When you're finished, left mouse click one **Close Header and Footer**. Alternatively, you can press the **Esc** key.

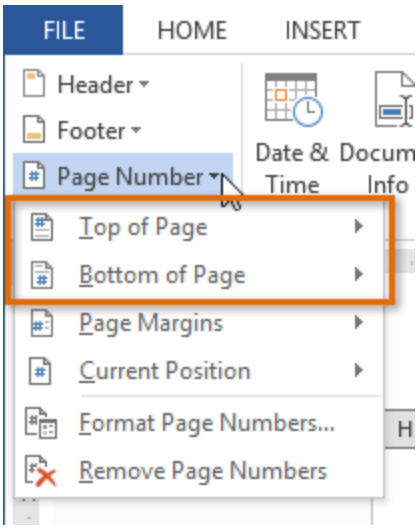


INSERT A PAGE NUMBERS

1. Left mouse click once on the **Insert** tab, then left click one the **Page number** command.



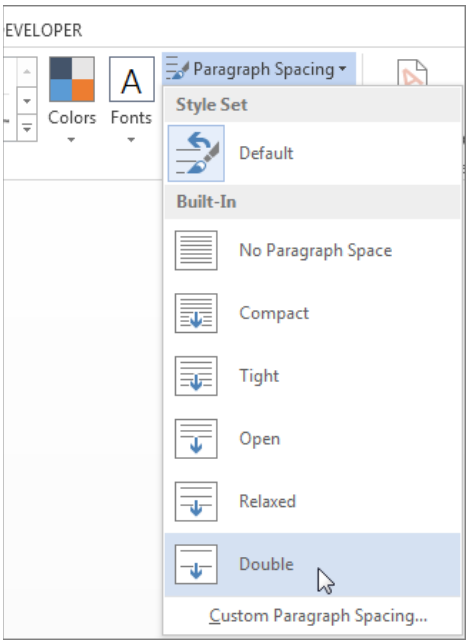
2. Decide if you want it at the **Top of page** or **Bottom of page**. If you already have a header in your document, the **Page Number** will override it so sometimes it is easiest to put the **Page number** at **Bottom of page**.



DOUBLE SPACE YOUR ENTIRE DOCUMENT

Many of your lecturers will require you to **double space** your text.

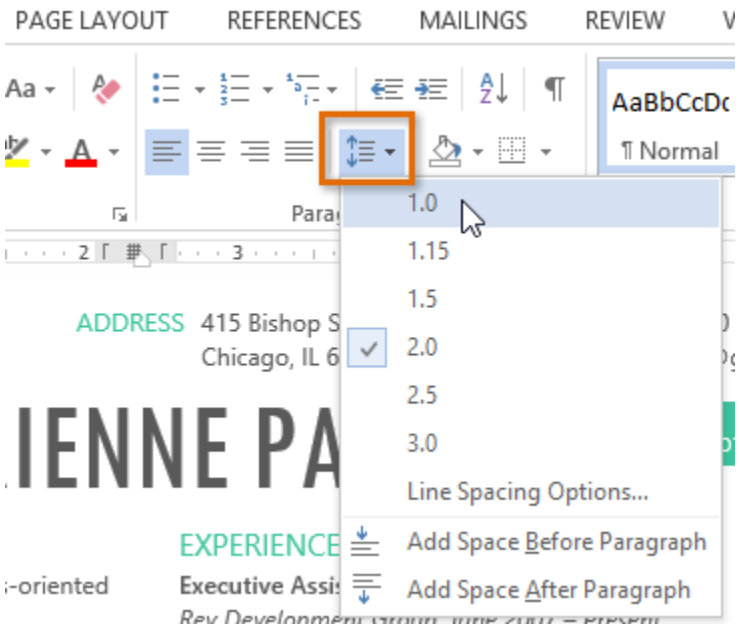
1. Left mouse click on the **Design** tab then left click on **Paragraph Spacing**.
2. Left mouse click on **Double**.



DOUBLE SPACE PART OF YOUR DOCUMENT

To double space only part of a document:

1. **Highlight** the paragraphs you want to change by left mouse clicking at the beginning of the text you want highlighted, holding and dragging until you have highlighted all the text you want to double space.
2. On the **Home** tab, left mouse click the **Line and Paragraph Spacing** button.



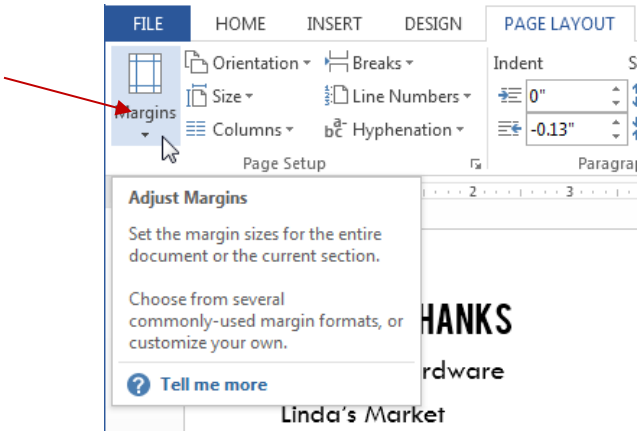
3. Left mouse click on **2.0.**

CHANGE YOUR MARGINS

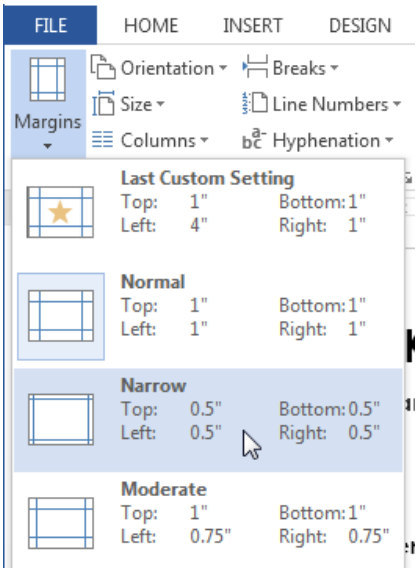
A **margin** is the **space** between the text and the edge of your document. By default, a new document's margins are set to **Normal**, which means it has a one-inch space between the text and each edge. Depending on your needs, Word allows you to change your document's margin size. This can be useful if you need to reduce the number of pages of your document or you only have a couple of lines on the last page and want to 'pull' the lines up onto the previous page.

Word has a variety of **predefined margin sizes** to choose from.

1. Left mouse click on the **Page Layout** tab, then click the **Margins** command.



2. A drop-down menu will appear. Left mouse click on the **predefined margin size** you want.



3. The margins of the document will be changed.

Adapted from Goodwill Community Foundation Learn Free Organisation. (2017, July 21). Microsoft Word 2013. Retrieved from https://www.gcflearnfree.org/

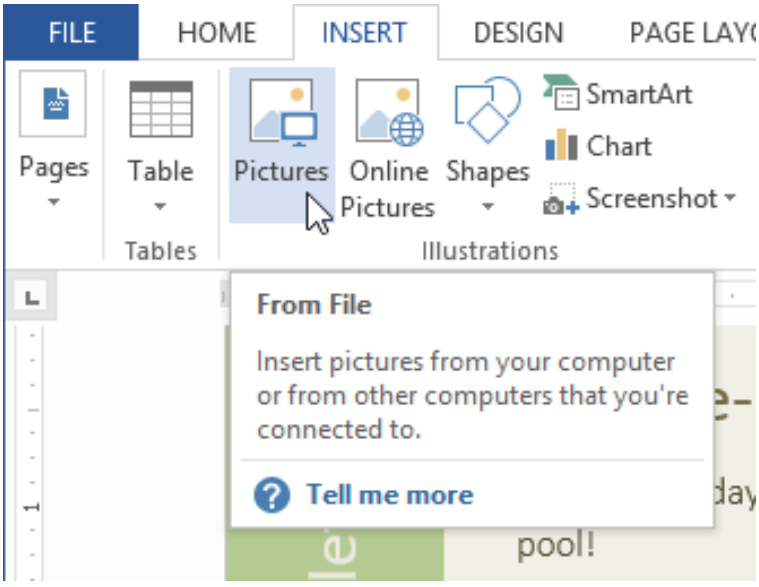
WORD

HOW TO INSERT A SAVED IMAGED

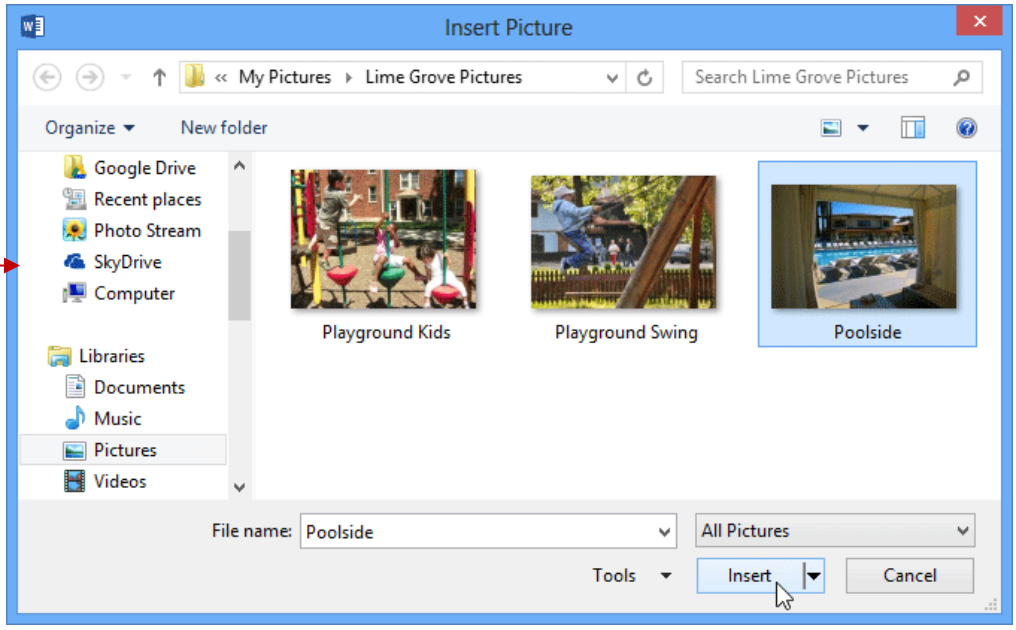
If you have a specific image in mind, you can **insert a picture from a file** which you have saved onto your computer, laptop, or USB stick.

1. Place the **cursor** where you want the image to appear by moving the mouse to where you want the image and clicking the left mouse button.

2. Left mouse click the **Insert** tab on the **Ribbon**, then left mouse click the **Pictures** command.

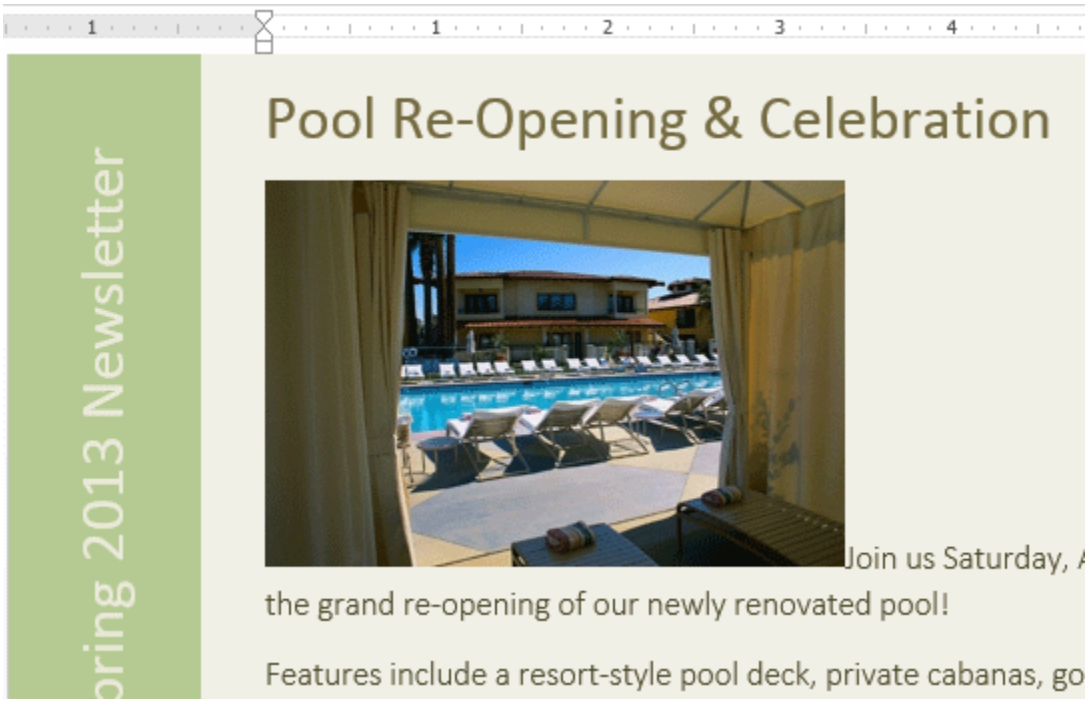


3. The **Insert Picture** dialog box will appear. Left mouse click on the desired image file, then left mouse click on **Insert**.

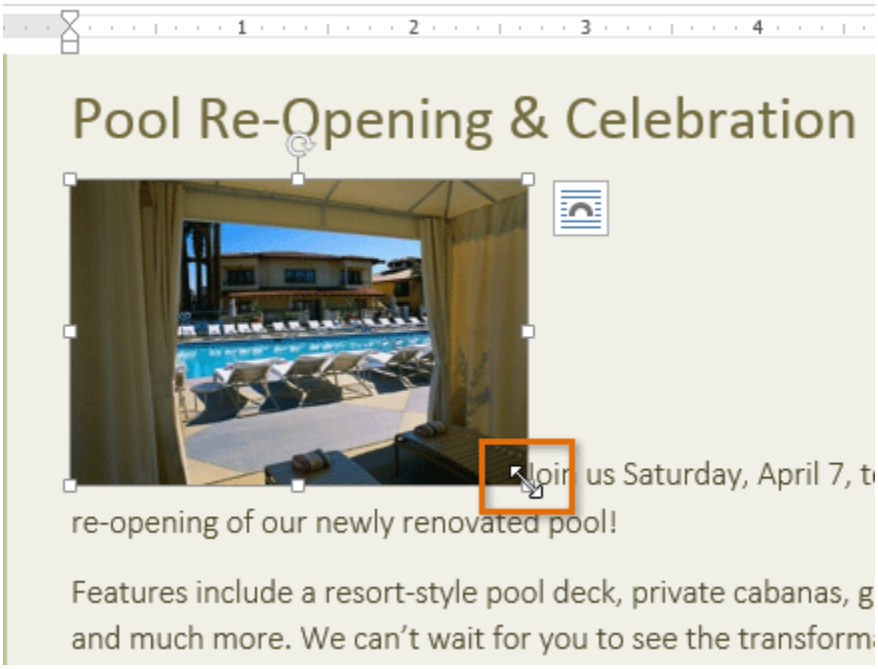


Use this panel to locate the picture you have

4. The image will appear in the document.



5. To resize an image, left mouse click and hold and drag one of the **corner sizing handles** . The image will change size while keeping the same proportions. If you want to stretch it horizontally or vertically, you can use the **side sizing handles** .



Adapted from Goodwill Community Foundation Learn Free Organisation. (2017, July 21). Microsoft Word 2013. Retrieved from https://www.gcflearnfree.org.

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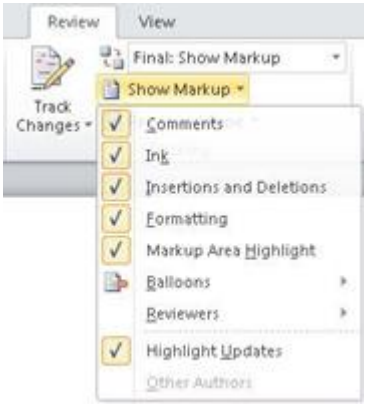
HOW TO REMOVE TRACK CHANGES OR COMMENTS FROM A WORD DOCUMENT

To get rid of tracked changes and comments, you need to accept or reject the changes and delete the comments.

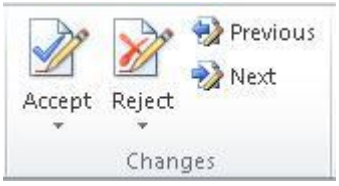
1. On the **Review** tab, in the **Tracking** group, click the arrow next to **Show Markup**.



2. Make sure a check mark appears next to each of the following items:
   - Comments
   - Ink
   - Insertions and Deletions
   - Formatting
   - Reviewers (Point to **Reviewers** and make sure that **All Reviewers** is selected.)

If a check mark does not appear next to an item, click the item to select it.

3. On the **Review** tab, in the **Changes** group, click **Next** or **Previous**.



4. Do one of the following:
   - In the **Changes** group, click **Accept**.
   - In the **Changes** group, click **Reject**.
   - In the **Comments** group, click **Delete**.
5. Repeat steps 3 and 4 until all the tracked changes in the document have been accepted or rejected and all the comments have been deleted.

Notes:

- If you know that you want to accept all the changes, click **Accept**, and then click **Accept All Changes in Document**.
- If you know that you want to reject all the changes, click **Reject**, and then click **Reject All Changes in Document**.
- To remove all comments, you must delete them. In the **Comments** group, click the arrow next to **Delete**, and then click **Delete All Comments in Document**.

WORD

HOW TO SAVE A WORD DOCUMENT

A good habit to develop is to save your work onto a USB which will help ensure that you always have your work with you. Another good tip is to email yourself with an attached file once you have finished your work for the day in case you lose your USB.

There are two ways to save a file: **Save** and **Save As**. These options work in similar ways, with a few important differences:

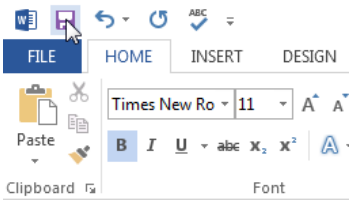
Save: When you create or edit a document, you'll use the **Save** command to save your changes. You'll use this command most of the time. When you save a file, you'll only need to choose a file name and location the first time. After that, you can click the Save command to save it with the same name and location.

Save As: You'll use this command to create a **copy** of a document while keeping the original. When you use Save As, you'll need to choose a different name and/or location for the copied version.

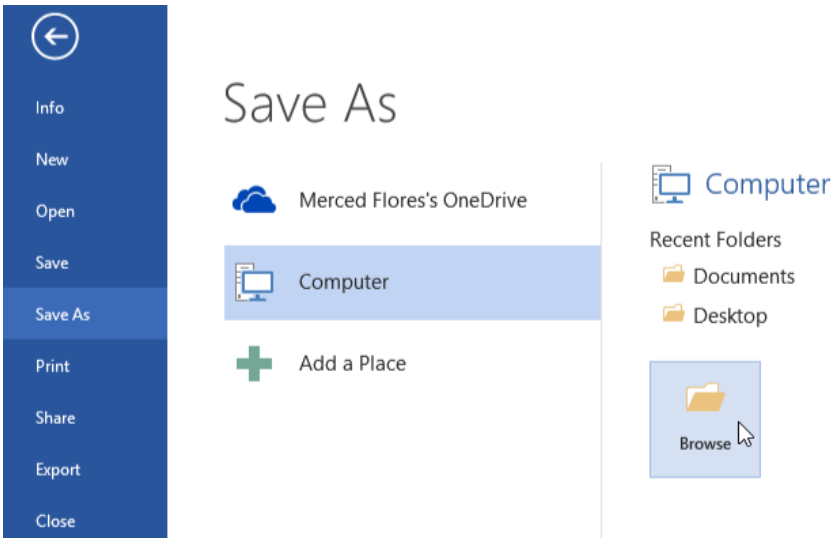
TO SAVE A DOCUMENT:

It's important to **save your document** whenever you start a new document or make changes to an existing one. Saving early and often can prevent your work from being lost. You'll also need to pay close attention to **where you save** the document so it will be easy to find later.

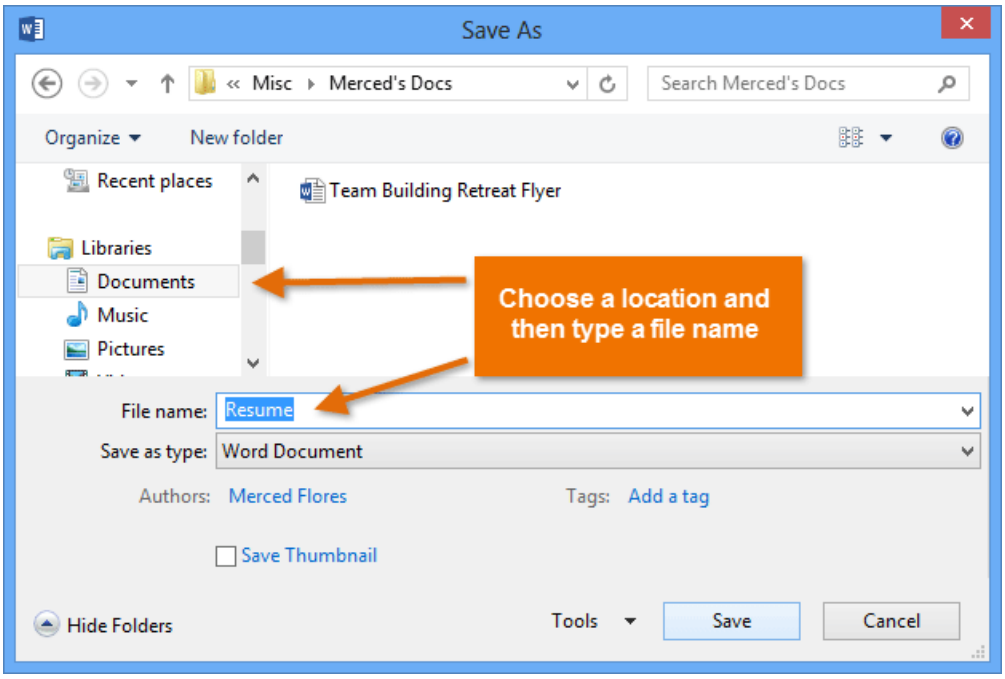
1. Locate and left mouse click on the **Save** command on the **Ribbon**.



2. If you're saving the file for the first time, the **Save As** pane will appear in **Backstage view**.
3. You'll then need to choose **where to save** the file and give it a **file name**. To save the document to your computer, select **Computer**, then click **Browse**.



4. The **Save As** dialog box will appear. Left mouse click to find the **location** where you want to save the document.
5. Enter a **file name** for the document, then left mouse click on **Save**.



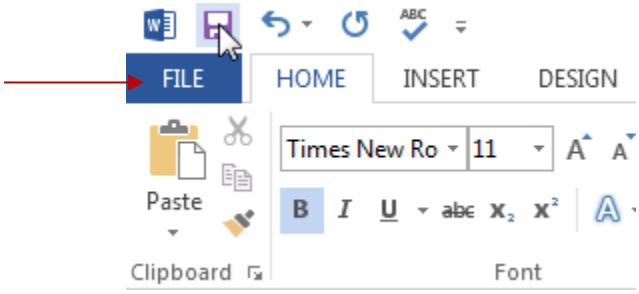
6. The document will be **saved**. You can left mouse click on the **Save** command again to save your changes as you modify the document.

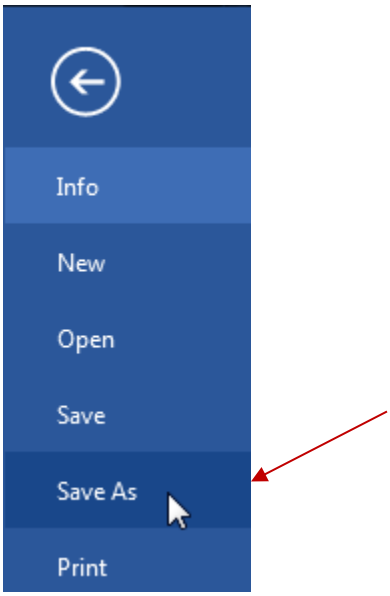
You can also access the **Save** command by pressing **Ctrl+S** on your keyboard.

USING SAVE AS TO MAKE A COPY

If you want to save a **different version** of a document while keeping the original, you can create a **copy**. For example, if you have a file named **Sales Report**, you could save it as **Sales Report 2** so you'll be able to edit the new file and still refer to the original version.

To do this, you'll click the **Save As** command. Just like when saving a file for the first time, you'll need to choose **where to save** the file and give it a new **file name**.





Adapted from Goodwill Community Foundation Learn Free Organisation. (2017, July 21). Microsoft Word 2013. Retrieved from https://www.gcflearnfree.org/

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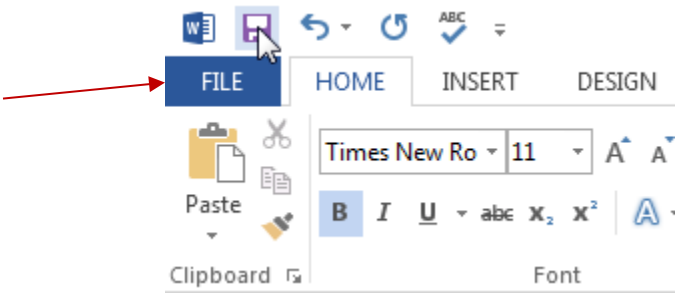
HOW TO USE CONVERT A WORD DOCUMENT TO A PDF

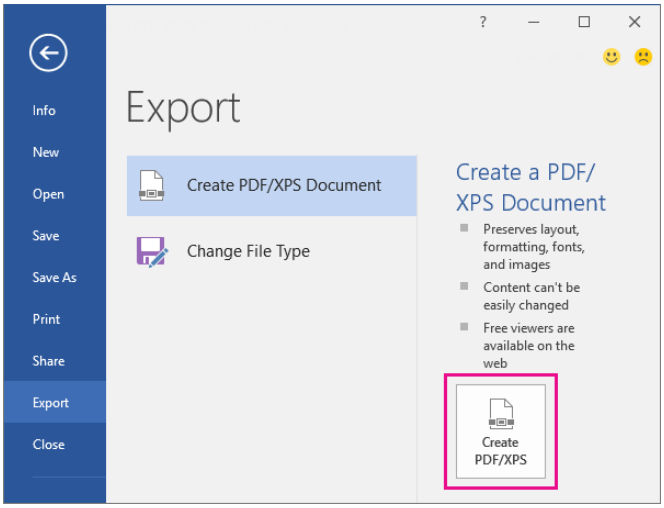
PDF simply means ‘portable document format’. You can convert your files to PDFs so that you can make sure the formatting does not change when it is opened on a different computer or to make sure changes/edits cannot be made.

It also makes files smaller and easier to email.

1. Left mouse click on **File.**



2. Left mouse click on **Export** and finally **Create PDF/XPS**.



3. In **Publish as PDF or XPS**, navigate to where you want to save the file. Also, modify the file name if you want a different name.
4. Click **Publish**.

Adapted from Goodwill Community Foundation Learn Free Organisation. (2017, July 21). Microsoft Word 2013. Retrieved from https://www.gcflearnfree.org/